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Approved For Release 2000/06/05 : CIA-RDP78-05244A000300020041-8
OFFICE OF FINANCE INSTRUCTION SHEET NO. 31

(This Instruction Sheet is for information only and may be destroyed)

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	ISSUANCE NOS.	PAGE NOS.	DATE	
				4		Establishes responsibilities and procedures for preparation and execution of the Overseas Transfer Financial Record (Form 2030) for [REDACTED] employees proceeding abroad on PCS transfers. These procedures recognize recent revisions to Form 2030 updating the form, eliminating page 6 (Employee Copy), and re-numbering pages 7 and 8 to 6 and 7, respectively.
25X1A					25X1A	
Approved: [REDACTED]						12 June 1969
Director of Finance						Date

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12 June 1969

OFFICE OF FINANCE INSTRUCTION NO. 133

SUBJECT: Overseas Transfer Financial Record

1. GENERAL

- a. This instruction establishes responsibilities and procedures for preparation and execution of the Overseas Transfer Financial Record (Form 2030).

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2. RESPONSIBILITIES AND PROCEDURES

- a. The Central Processing Branch, Office of Personnel (CPB/OP) shall initiate the preparation of a Form 2030 for each staff employee designated for PCS transfer to an overseas station, and shall accomplish the following actions relative to execution of the Form 2030:

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(1) Form 2030, Page 1 (Advance Voucher):

- (a) Type-in the information called for in the first four lines. The T/A number may be obtained (via telephone) from the Accounts Division (T/A Desk). The amount of cash to be advanced to the employee for expenses should be computed on the basis of authorities contained in the travel order.

- (b) Detach the Advance Voucher (page 1) from packet and complete same as follows:

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downgrading and
declassification

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- (2) Enter in the space provided the appropriate accounting data to record the advance of funds in accordance with Financial Coding Guide; debit employee's advance account with contra credit to cash (omit the cash account number which will be inserted by Monetary Division).
- (c) Obtain certifying officer signature in the space provided and present the Advance Voucher to the employee for "hand carry" to the appropriate Disbursing Office for payment.
- (2) Form 2030, Pages 2 through 7 (T/A and Financial Record):
- (a) Complete pages 2 through 7 with the balance of the information called for on page 2, leaving blank (1) the dollar amount on "Your Account Has Been Charged" line, (2) the "Summary of Leave" section and the accountable station data in the "Remarks" section.
- (b) Remove pages 6 (C&T Copy) and 7 (Hq. Voucher Copy) from packet, and insert the employee's home leave point of record in the "Remarks" section on pages 2 through 5.
- (c) Obtain employees [REDACTED] for the preprinted request on page 6 (C&T Copy) for the amount of field allotment, if any, requested by employee.
- (d) Distribute as follows:
- (1) Page 2 (Station Copy - Transfer of Account), page 4 (Accounts Copy), and page 7 (Hq. Voucher) will be forwarded to the appropriate Budget and Fiscal Officer, if travel expenses are to be paid on the basis of "commuted rates". If "commuted rates" are not authorized, these pages will be sent to the Accounts Division, Office of Finance.
- (2) Page 3 (Station Copy - Payroll Information) and page 6 (C&T Copy) shall be forwarded to the Compensation and Tax Division, Office of Finance.
- (3) Page 5 (CPB Copy) will be retained for CPB/OP files.

b. Disbursing Offices shall:

- (1) Accomplish payment of each certified Advance Voucher (page 1 of Form 2030) presented by the employee for payment.
- (2) Enter the proper cash account number in the space provided on each Advance Voucher paid.

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- (3) Forward paid Advance Vouchers to the Accounts Division in accordance with current procedures.
- c. The Compensation and Tax Division (C&TD) shall accomplish the following actions upon receipt of pages 3 and 6 of Form 2030:
 - (1) Verify and make any necessary corrections to the data shown on pages 3 and 6 which concern pay and allowances.
 - (2) Enter the home, annual and sick leave balances in the space provided on pages 3 and 6 of Form 2030.
 - (3) Based on the employee's signed request on page 6 of Form 2030, prepare and process a payroll change notice to establish the employee's field allotment in the Office of Computer Services payroll records.
 - (4) Prepare a Statement of Earnings and Deductions and attach same to the completed page 3 (Station Copy - Payroll Information) of Form 2030; transmit these documents to the employee's new PCS station.
 - (5) Retain page 6 (C&T Copy) for C&TD's files.
- d. Accounts Division shall accomplish the following actions upon receipt of pages 2, 4 and 7 of Form 2030:
 - (1) Verify the charges to employee's advance account as recorded on lines 3 through 6 of Form 2030, make any necessary adjustments and enter on the "Your Account Has Been Charged" line the total amount charged to employee's account.
 - (2) Enter on pages 2 and 4 of Form 2030 the name or location code number of the station to which accountability for the employee's advances will be transferred.
 - (3) Make the necessary accounting entries in the spaces provided at the bottom of page 7 (Hq. Voucher Copy) of Form 2030.
 - (4) Forward page 2 (Station Copy - Transfer of Account) of Form 2030 to the accountable station; place page 4 (Accounts Copy) in a holding file until the transfer of funds has been recorded in subject's advance subsidiary account, at which time it shall be removed and destroyed.
- e. Budget and Fiscal Offices shall accomplish the following actions upon receipt of pages 2, 4 and 7 of Form 2030 reflecting an advance to employee for "commuted rate" travel:

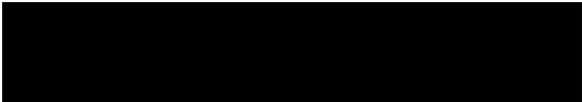
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- (1) Review for accuracy the information reflected on each page, and attach a copy of the related travel order to page 7 (Hq. Voucher Copy).
- (2) Follow-up as necessary to assure receipt of the station's notification that the employee and dependents, if applicable, have completed the PCS travel in accordance with the terms of the travel order; attach a copy of the station's notification to page 7 of Form 2030.
- (3) Make the necessary accounting entries in the spaces provided at the bottom of page 7 of Form 2030, or on a Posting Voucher (Form 606), to record the cost of the travel as an allotment expenditure against the appropriate FAN account(s) with contra credit to employee's advance account.
- (4) Obtain the authorized certifying officer's signature in the space provided on page 7 of Form 2030 or on Form 606, as appropriate, and forward same with supporting documents attached to the Accounts Division for processing to effect recordation in official accounts of the Agency.
- (5) Retain pages 2 and 4 of Form 2030 for B&F files, if needed.

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L. E. BUSH
Director of Finance

CONCUR:


Director of Personnel

20 Jun 69
Date

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